

Decision under Delegated Powers**Officer Requesting Decision**

Senior Income Officer

Officers Making the Decision

Section 151 Officer and Chief Executive

Recommendation

To delete John Casey, the current Head of Financial & Property Services, as a signatory on all the Council's bank accounts with effect from 9 July 2015 and replace him on an interim basis with Lesley Tansey, a Group Accountant.

Reason

To ensure that the Council's bank accounts can be operated in an efficient and sustainable manner following John Casey's retirement on 9 July 2015.

Authority for Decision

Section 23.2.1 of the Financial Procedure Rules gives authority to the Section 151 Officer to make all arrangements with the Council's bankers in conjunction with the Chief Executive regarding the Council's bank accounts.

Decision and Date

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12 JUNE 2015

APPROVED

12 JUNE 2015.

Background

John Casey effectively retires as Head of Financial & Property Services on 9 July 2015. We need to replace him as a signatory on the Council's bank accounts in order that we have three signatories on the main HSBC accounts. Most transfers are made electronically and cheques are all pre-printed. Occasionally, a signature is required to open a cheque, eg to get petty cash or a very occasional Benefits cheque where the person does not have a bank account. To cover these eventualities we need three signatories and it needs to be staff who are primarily office based and normally available. Lesley Tansey has agreed to act as a signatory.

The other two signatories are David Platts, Head of Revenues, Benefits & Customer Services and Simon Jackson, the Director of Corporate Services and S.151 Officer.

Financial Implications

None

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Lack of cheque signatories available, unable to open cheques in emergency situations for benefit claimants	Possible	Insignificant	Unlikely that none of the three signatories would be available.
Signatories fraudulently alter cheques or other bank documents.	Possible	Moderate	All payments are made in line with the Council's Financial Procedure Rules. This involves segregation of duties and review and approval procedures. Two of the signatories are members of CMT/SMT and other one is a qualified Accountant and all are fully aware of their responsibilities and fiduciary duty to the council.

Key Decision:

No

Background Papers:

None

Officer to contact:

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